

~~CONFIDENTIAL~~

030001
SIW/116

OC-0739-86
8 AUG 1986

MEMORANDUM FOR: Director of Information Technology

25X1 FROM: [REDACTED]
Director of Communications

25X1 SUBJECT: Office of Information Technology Support [REDACTED]

25X1 *CD*
25X1 1. The renovation of the Technical Services Branch (TSB), at
25X1 [REDACTED] has created inconveniences for the personnel
located at TSB, Logistics personnel [REDACTED] and
25X1 especially for the Office of Information Technology (OIT)
personnel. [REDACTED]

2. Although the contract was officially awarded by the
General Services Administration in June 1986, the construction
commencement date of 21 July was not aired until 10 July. This
left six working days to prepare for the onslaught of
construction workers, personnel and equipment relocations,
temporary wiring, removal of walls, dirt and dust, and the like.
The impressive manner in which OIT responded to, and solved our
dilemma, demands recognition and a well deserved "thank you".
Despite a six day timeline, our lack of area floor plans, and
requirements for minimal interruption to services, all equipments
were relocated in the most expeditious manner within the
specified time. The cooperation, professionalism, and dedication
displayed by the OIT personnel involved in this scenario is a
25X1 credit to their Office and the Agency. [REDACTED]
25X1 [REDACTED]